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Better Migration Management
Horn of Africa



Internal & External Job Vacancy GIZ Better Migration Management (BMM) Project – Ethiopia & Djibouti

Internship	BMM Program Intern (Expatriate)
Reports to:	Regional Coordinator, Ethiopia & Djibouti

A. Background

As an international cooperation enterprise for sustainable development with worldwide operations, the federally-owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives. In Ethiopia, GIZ has been working for more than 40 years in bilateral cooperation on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and for other international donors. GIZ also works in Djibouti on multilateral programs with the Intergovernmental Authority on Development (IGAD), among other entities.

The Better Migration Management (BMM) program aims to respond to an overall objective to improve migration management in the region, and in particular to curb the trafficking of human beings and the smuggling of migrants within, through, and from the Horn of Africa. BMM is implemented by GIZ in partnership with European and International agencies, such as Expertise France and IOM, respectively. BMM is an example of cooperation between the European Commission and the BMZ. To facilitate the implementation of the BMM program, GIZ is recruiting expatriate Interns to be based in Addis Ababa under the supervision of the BMM Regional Coordinator to assist in BMM implementation in Ethiopia and Djibouti.

B. Responsibilities

The BMM Program Intern is responsible for:

- Conducting research and writing in the fields of migration law and policy.
- Assisting with the research and editing of reports, briefings, and other documents.
- Supporting the members of the GIZ BMM team in Ethiopia and Djibouti in implementing the BMM project in both countries.
- Helping with the coordination and communication with regional GIZ BMM colleagues in Kenya and Sudan.

The BMM Project Assistant performs the following tasks:

C. Tasks

1. Technical work

The BMM Program Intern:

- Conducts research on topics relevant to BMM program implementation.
- Updates BMM and GIZ online platforms with program documents.
- Drafts and assists in the dissemination of weekly BMM Ethiopia and Djibouti e-mail updates to partners and other stakeholders.
- Writes and edits draft BMM program-related documents as directed, including by taking minutes where appropriate.

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- Helps to develop training materials and/or curricula for migration, refugee and asylum, and/or human smuggling and trafficking issues.
- Assists in the preparation and conduct of training sessions and attends training events as necessary and directed.
- Compiles and organizes information obtained through research, data collection, and/or other means.
- Participates in reporting to GIZ BMM partners and donors.
- Attends meetings, as directed, on behalf of BMM and prepare appropriate reports on the same.

2. General administrative and support work

The BMM Program Intern:

- Helps organise and document meetings, workshops, and seminars within the BMM program.
- Helps prepare visitor programmes and draws up travel schedules and assists in organising transport and accommodation of visitors to the BMM program team in Ethiopia and Djibouti, as needed.
- Regularly draws up a list of forthcoming meetings and events.

3. Other duties/additional tasks

The BMM Program Intern:

- Performs other duties and tasks at the request of management.

D. Required qualifications, competences and experience

Qualifications

- Successful completion of at least one (1) year of legal or graduate education at an accredited law or graduate school. People with undergraduate degree and significant research or field work experience may also be considered. Only current students or recent graduates (within the last six months) will be considered for this position.
- Demonstrated interest in migration, refugee, trafficking, and/or statelessness issues.
- Fluency in written and spoken English.
- Results-oriented and intellectually flexible.
- Ability to live and work in a changeable environment.

Professional experience

- Previous experience in international aid and/or development work preferred.

Other knowledge, additional competences

- Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office).
- Very good knowledge of the French and/or German languages would be a significant bonus.
- Ability to read, write and/or converse in Somali, Arabic, Amharic and/or Tigrinya would also be a plus.

Applications accepted on a rolling basis. To apply, please send CV and cover letter to Josh Friedman, BMM Regional Coordinator, at joshua.friedman@giz.de.

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